

Purpose

This process retroactively transfers payroll funding in HRIS (PeopleSoft), FIS (Financial Information Services) and SMART (Topeka) for State of Kansas paychecks.

Responsibilities

Departments are expected to accurately complete the Per-44 Payroll Transfer Form (if requesting Payroll process the transfer) including, Name, Employee ID, Department Number, Position Number, Check Number(s), and Check Issue Date(s). In addition, the department is expected to update the HRIS Funding Table to ensure when the transfer is processed, the correct funding is updated. If the department is unable to update funding, they are to request payroll to update the funding on their behalf.

Payroll is responsible for ensuring that the Per-44 Payroll Transfer forms received are clear and complete to successfully process the request. If indicated, payroll will assist departments in updating the HRIS Funding table.

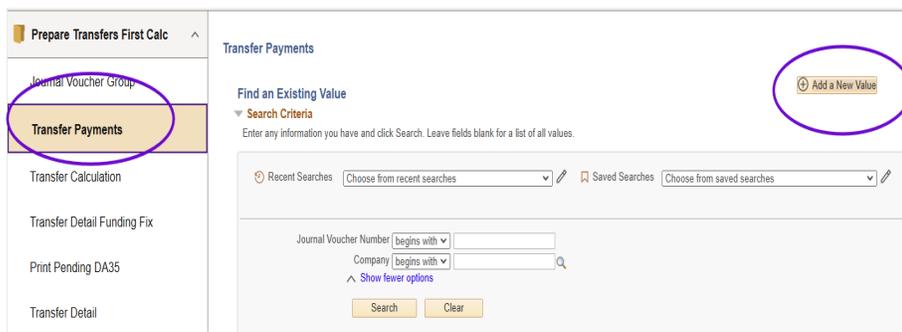
Payroll Transfer Tile Access in HRIS

Within HRIS, a tile with fluid pages exist to seamlessly run through the steps required to process payroll transfers. If you do not already have access to the tile, please reach out to payroll to add the tile to your HRIS dashboard. To add the tile yourself, follow these steps:

1. In HRIS dashboard on the far right, select the 3 dots menu. Option include Personalize Homepage, Publish Homepage and Refresh. Select **Personalize Homepage**
2. Select the page in which you will add the new tile. On the far right of the screen, select “Add Tile”
3. Select **K-State Fluid Applications > Payroll Transfers Dept** and click **SAVE** in the top right corner

Payroll Transfer Steps

1. Request a JV (Journal Voucher) and Group Number from DFS Payroll.
2. Go to **Payroll Transfers Tile** in HRIS
3. Start with **Prepare Transfers First Calc**
 - a. Transfer Payments – Add New Value
 - b. Type in JV number (J1025###) and company (SOK/ATH/PUB/KUN), click Add



4. Start entering the check numbers and issue date (not pay period end date)
 - a. Use the + icon on the right to add lines for more checks.
 - b. Click Save after all checks and dates have been entered.
5. On the **Transfer Calculation** tab, choose the group number you have been assigned and enter today’s date in the Report Date. **SAVE** and **RUN** the process. The output should have at least one number in the columns.

6. Proceed to the **Transfer Detail Funding Fix** tab. Ensure your group number is in the Journal Voucher Group ID field and click SAVE and RUN. The output should include your journal voucher number (JV1025XXX).
7. Continue to the **Print Pending DA35** tab. Ensure your group number is in the Journal Voucher Group ID field and Report Date is today's date. SAVE and RUN. The output will have two numbers at the bottom of the table: 729R and 729, they should be the same numbers. This indicates that your payroll transfer is in balance.
8. Finally, continue on to the **Transfer Detail** tab. This is where you can review funding and or "force" funding changes that cannot be made in through the Payroll Funding Table (org changes, position changes, etc).
 - a. Enter your journal voucher number and select search. Select the first check on the list.
 - b. Transfer detail information can be exported to an excel spreadsheet to easily sort and manipulate funding data.

Source	PCA	Department	Fiscal Year	Subject Code	Amount	Retro Dist Pay End Date	Earnings End Date	Delete
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- c. If you only need to transfer taxes and deductions, you can delete all other lines for earnings (Ern) and only work with the lines for taxes and deductions (and vice versa for if you only need to transfer earnings).
- d. All the columns to the right of the "Mark For Delete" column have fields that can be edited. This is where funding can be manipulated that did not properly update through the Payroll Funding table for whatever reason.

5	OR	E	Ern	REG	W0035200	Mark For Delete	NBAA536623	367	2520	2080	42011	3670025010	2025	1110	-325.06
6	OR	E	Ern	REG	W0035200	Mark For Delete	NBAC000330	367	2520	2080	42011	3670025020	2025	1110	-216.71
7	OR	E	Ern	REG	W0035200	Mark For Delete	NBAASURCHG	367	2062	2000	42011	3670025020	2025	1110	-2785.03
8		E	Ern	REG	W0035200	Mark For Delete	NBAASURCHG	367	2062	2000	42011	3670025020	2025	1110	3326.80

- e. In this example, the yellow highlighted fields are what is being debited from the old funding. The green highlighted fields are what is being credited to the new funding. If you need to change the funding and are unable to do it through the Payroll Funding Table, this is where you will change it.
- f. It is important that the negatives for each distribution type equal the positives to ensure the payroll transfer is in balance. In the above example, added together, the yellow lines equal the green lines.
- g. To change the project fund, edit the appropriate project fields.

5	OR	E	Ern	REG	W0035200	Mark For Delete	NBAA536623	367	2520	2080	42011	3670025010	2025	1110	-325.06
6	OR	E	Ern	REG	W0035200	Mark For Delete	NBAC000330	367	2520	2080	42011	3670025020	2025	1110	-216.71
7	OR	E	Ern	REG	W0035200	Mark For Delete	NBAASURCHG	367	2062	2000	42011	3670025020	2025	1110	-2785.03
8		E	Ern	REG	W0035200	Mark For Delete	NBAASURCHG	367	2062	2000	42011	3670025020	2025	1110	3326.80

- h. Be sure to update the correct Fund, Fund Source, and Department fields if they are different.

5	OR	E	Ern	REG	W0035200	Mark For Delete	NBAA536623	367	2520	2080	42011	3670025010	2025	1110	-325.06
6	OR	E	Ern	REG	W0035200	Mark For Delete	NBAC000330	367	2520	2080	42011	3670025020	2025	1110	-216.71
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8		E	Ern	REG	W0035200	Mark For Delete	NBAASURCHG	367	2062	2000	42011	3670025020	2025	1110	3326.80

- i. Click SAVE. Repeat for any other checks on the voucher.

9. If you need to delete a whole check from the payroll transfer, go back to the **Transfer Payments** tab where the checks were entered. Check the "Delete Transaction" box for the check you want to remove. Save the changes and proceed to "**Delete Checks – Second Calc A**" tab (directly below the "**Prepare Transfer First Calc**" processes).

Empl Record	Name	Request Date	Delete Transaction?	*Pay Group	*Pay Period End
104430		11/22/2024	<input type="checkbox"/>	KE1	11/09/2024
194237		11/22/2024	<input checked="" type="checkbox"/>	KEX	05/27/2024

10. If you have deleted checks, proceed to "**Delete Checks – Second Calc A**"
11. If you have deleted and/or changed rows, proceed to "**Delete/Change Rows – Calc B**"
12. After completing the steps (of Calc-A or Calc-B) or you are original transfer detail is correct, you are finished. Email DFS Payroll and indicate that your voucher is ready for processing. Please include how many checks are on the voucher.